



APPLICATION

NOVA: NONHIGHWAY AND OFF-ROAD VEHICLE ACTIVITIES PROGRAM

*2003 NHR &
ORV PROJECTS*



JANUARY 27, 2003

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INSTRUCTIONS

Introduction This booklet contains the instructions and blank forms needed to complete an Interagency Committee for Outdoor Recreation (IAC) grant application.

Most of this information may also be submitted on-line using IAC's computerized PProject Information System (PRISM). A few application items cannot be submitted on-line. These include maps, plans, evaluation question responses, etc., which must be delivered to the address below.

Contacting IAC,	Interagency Committee for Outdoor Recreation	
Application	Natural Resources Building	Phone (360) 902-3000
Submission Address	1111 Washington Street	FAX (360) 902-3026
	P.O. Box 40917	TDD (360) 902-1996
	Olympia, WA 98504-0917	E-mail/info@iac.wa.gov

Internet Web Page ~ <http://www.iac.wa.gov/>

Applicability Not all forms/elements in this booklet are applicable to every grant proposal. Complete only the information that applies to your project. The checklist, page 9, should help you determine which documents we require.

Related Information Related information is contained in:

- *Planning Policies* (Manual 2)
- *Acquiring Land: Policies* (Manual 3)
- *Development Projects: Policies* (Manual 4)
- *NOVA Program: Nonhighway Road Projects* (Manual 12)
- *NOVA Program: Off-Road Vehicle Projects* (Manual 14).

NOVA: Application Process Flow Chart

- Application Process**
1. ***Send Application Materials to IAC.*** Assemble the completed and *unbound* forms, maps, plans, and visuals (described below) and deliver flat/unfolded to IAC (address above). Do not send faxes.

Retain at least one copy of all materials for your records. **IAC will return applications that are illegible or postmarked after the due date.**

If you apply on-line via PRISM, you must input and “submit” the required data by the deadline. Remaining materials (application authorization, maps, plans, visuals, etc.) must be postmarked by the application deadline.

2. ***Notice of Completion/Deficiencies.*** After receipt and review of the application, IAC will send you an application checklist, current program schedule, and a copy of your Project Summary and Cost Estimate. This generally occurs within a month of the application deadline.
3. ***Applicant Contact and Possible On-Site Inspection.*** As early in the funding cycle as possible, an IAC Project Manager will contact each applicant to review project application information. IAC Project Managers may visit project sites.
4. ***Project Review Meetings (PRM).*** IAC conducts PRMs to allow applicants an opportunity to gain valuable information that can increase chances for funding. At these meetings, applicants present the technical aspects of their projects to IAC staff and NOVA advisory committee members who make suggestions for improvements. Participation is highly recommended and by appointment only.

Using IAC provided equipment, applicants may use any combination of the following presentation formats:

- a. 35mm photographic slides using Kodak compatible slide carousels.
 - b. PowerPoint® presentation. Applicants may bring PowerPoint® presentations on the day of the PRM or, to save set-up time at the meeting and ensure software and equipment compatibility, provide to IAC by the date noted on the application checklist, page 9.
 - c. Overheads or non-electronic formats such as mounted graphics, maps, site plans, photos, flip charts, etc.
 - d. VHS Video.
5. ***Final Plans, Technical Completion Deadline.*** An important deadline occurs shortly after the PRM(s). Final comprehensive plans (which establish eligibility) are due by the Technical Completion Deadline. This is also the date by which time *all* application material must be complete, in final form, and received by IAC. By this date, you must have provided IAC with 15 complete Evaluation Packets (page 7).
 6. ***Evaluation.*** The NOVA Advisory Committee reviews and scores all projects submitted for funding. Once this review is complete, committee members come together in an open public meeting to assess the results. Any interested person may attend this meeting, but only evaluation team members and IAC staff may address project issues. This process results in a ranked list of projects used by staff to develop a funding recommendation for IAC’s board.

7. **Funding Meeting.** Projects are presented by IAC's staff to IAC's board at a public meeting. Following this presentation, staff recommends projects for funding and interested persons are given an opportunity to comment. After discussion, IAC's board makes its funding decision.
8. **Certification of Sponsor Match.** Before final funding approval, IAC sends a letter to applicants who may be funded requesting verification that their matching share is committed and available.
9. **Post Approval Materials.** After approval of funding, successful applicants must provide additional information. IAC will send a letter and checklist describing this supplemental material. The items needed are based on project type and will help ensure eligibility and adequate control and tenure. Your IAC project manager is available to assist if necessary.

Documents must be provided within **90 days** of IAC funding approval. We do, however, encourage applicants to provide this information as soon as possible so we can distribute signed Project Agreements at the Successful Applicant Workshop(s). The following table describes required materials:

Project Type	Acquisition	Development	Combined (Acq./Dev.)	Non-Capital (Planning)	Planning (Acq./Plan.)
a. Milestones	•	•	•	•	•
b. Preliminary Title Report	•	-	•	-	•
c. Control and Tenure	-	•	•	◦	-

• = Required; ◦ = May be required (ask your IAC project manager); - = Not applicable.

- a. **Milestone Worksheet:** All applicants must complete a Milestone Worksheet. Milestones are used to help manage projects, determine the project reimbursement period, and set the project completion date included in the Agreement. IAC sends this worksheet to applicants before the funding meeting.
- b. **Preliminary Title Report:** Applicants purchasing land and/or receiving a land donation must submit a preliminary title report that includes:
 - i. A legal description of the subject property
 - ii. A listing of the current owners, and
 - iii. A listing of all encumbrances.
- c. **Control and Tenure Document(s):** To protect the IAC assisted capital investment, sponsors must have adequate control and tenure of development project areas. This may be documented in several ways, including by showing fee title land ownership, a lease, use agreement, or easement.

Before executing a Project Agreement, local agency applicants must provide IAC with:

- i. Current title information for project property *owned by the applicant*, but not acquired with IAC assistance. This information must include:

- ▶ Legal description
- ▶ Deed restrictions
- ▶ Documentation of current owner
- ▶ Easements

Explain the immediate or potential impact of any restriction, easement, or encumbrance.

- ii. Copies of applicable leases, easements, or use agreements on the area or property to be developed, *if not owned by the sponsor*. Under this option:
 - ▶ The lease, easement, or use agreement must extend for at least 25 years from the date of IAC approval.
 - ▶ The lease, easement, or use agreement may not be revocable at will.
 - ▶ The sponsor must provide evidence that the proposed development and its intended uses are consistent with and legally permissible under the conditions of the lease, easement, or agreement.

10. **Successful Applicant Workshops.** After the funding meeting, IAC conducts a Successful Applicant Workshop. A representative from each agency awarded a grant must attend. At this meeting IAC:

- a. Describes procedures for funded projects.
- b. Explains information included in the Project Agreement.
- c. Discusses reimbursement procedures.
- d. Distributes Project Agreements to applicants that have completed all post approval requirements.
- e. Addresses other pertinent issues.

**Application
Materials**

Grant application materials must be submitted (postmarked) to IAC by October 1, 2003. Refer to the checklist on page 9 for further deadline information.

A *complete* grant application consists of:

1. **The completed blank forms in this booklet .** We ask your cooperation in completing these forms. While we understand the applicant's desire for simplicity, we also understand the public's need to know "where the money goes." You may also apply on-line via your local Internet connection with IAC's PProject Information System (PRISM).
2. **Maps.** Applicants must submit separate maps detailing a project's regional and site location *or* one map that shows the required features for both. IAC uses these maps for evaluation and site visit purposes.
 - a. **Regional location map** – Shows the location of the project in a geographic region of the state. The regional map should identify the county, incorporated areas, highways, major water bodies, etc. so IAC staff can locate the precise worksite to within 5 to 10 miles. County, city, and national forest maps work well for describing regional locations.
 - b. **Site location map** – Shows the specific location of your project. This map must show the project in relation to local roadways,

landmarks, etc. If possible, show the boundaries of your site on the map. National forest and park maps make good site location maps.

- c. **Service Area Map** – These maps vary depending on the type of project submitted.
 - i. For projects serving **local** populations (such as a county park), the service area is often the area from which approximately 80 percent of the users will come. On your map, mark the service area boundary, identify your worksite, and all existing opportunities of the type in your application (e.g. parks of a similar scope, trails, campgrounds, etc.).
 - ii. For projects serving **regional and/or statewide** populations, the service area is much broader. Instead of showing this broad geographic region, show your worksite and existing opportunities within the general vicinity of your project. These facilities should be the same type as that in your application and which are most likely to be used by the same clientele.

3. **Site Plans and Parcel Maps.**

- a. **Acquisition Projects.** *Submit one copy* of the parcel map and conceptual site plan.
- b. **Development Projects.** *Submit one copy* of the site plan.
- c. **Maintenance Projects.** *Submit one copy* of a plan or map that shows the trails and/or facilities to be maintained.
- d. **Planning Projects.** *Submit one copy* of a plan or map that details the scope of the planning project.

4. **Visuals (optional).** *Submit* visuals that help describe your project: photos, drawings, charts, graphs, etc. IAC staff and evaluators use visuals as an aid in better understanding your proposal. See *Evaluation Packets*, page 7, for submission requirements.

5. **Evaluation Question Responses.**

- a. **Team Scored Evaluation Questions.** Applicants must submit written responses to the team scored evaluation criteria in IAC Manual 12 (*NOVA Nonhighway Road Projects*) or 14 (*NOVA Off-Road Vehicle Projects*), as appropriate. At your request, IAC staff will review/critique your response to these questions. To obtain this review, submit a written draft to your IAC project manager by December 3, 2003.

Responses must be submitted in the following format:

- i. White paper, 8½ x 11 inch, with 1 inch margins.
- ii. Use a font such as Ariel or Times Roman, 12 point size.
- iii. Submit no more than four single-sided or two double sided pages.
- iv. On the top of each page print the applicant and project name and the date written.
- v. For each question, and in order, print the question's number,

followed by the question, and then your answer. Each question must have its own separate answer.

- b. ***IAC Staff Scored Evaluation Questions.*** Do not respond to these questions. They are scored by IAC staff using materials submitted with the application or from information received from other state resources.
6. ***Resolution – Local Agencies Only.*** To ensure the governing board supports the project, provide an original or copy of the Authorizing Resolution approving the request for IAC funding assistance. See page 35, *NOVA Authorizing Resolution* for more information.
7. ***Public Hearing.*** All state, federal, and local agencies applying for NOVA development and/or land acquisition funds must conduct a public hearing before the technical completion deadline (December 12, 2003). The hearing must be conducted in the town of five hundred population or more nearest to the project site. Applicants for planning projects do not need to conduct a hearing. Additionally, applicants should take steps to ensure that all interested parties outside of the minimum legal notice area are also informed about the project before making application to IAC. See page 36, *Public Hearing Certification*.
8. ***Environmental Clearance:*** By the Technical Completion Deadline, applicants must provide documents that show that the required environmental clearance has been completed. In most cases, that means that requirements of NEPA or SEPA have been completed and that the public comment period (appeal period) has expired.

Evaluation Packets Applicants must ensure 15 evaluation packets, as noted below, are in IAC's office by the December 12, 2003 Technical Completion Deadline.

1. Collate and paper clip the packets (do not staple or otherwise bind).
2. All items in the packet **must** be on, *8 1/2 x 11 inch paper*. This includes cover page, maps, plans, visuals, and evaluation question responses. All items must be unfolded and flat. To reduce the amount of paper, we encourage submission of double-sided copies when possible.
3. Each packet must contain only the following items **in the order** specified:
 - a. Cover page – stating applicant and project name, IAC number.
 - b. Maps. One map may serve more than one purpose. That is, one page may show the project's regional location, site location, and/or service area.
 - i. Regional location map.
 - ii. Site location map.
 - iii. Service area map.
 - iv. Other plans and maps (if needed).
 - ▶ Acquisition Projects – parcel map and conceptual site plan map.
 - ▶ Development Projects – site plan map.
 - ▶ Maintenance – work area map.

- Planning Projects – planning area map.
- c. Visuals (maximum of two one-sided pages or one two-sided page).
- d. Written evaluation question responses – team scored questions only. Submit a maximum of four single sided or two double-sided pages. See instructions, page 6.
 - i. NOVA NHR: Answer questions 1-8 in Manual 12, Section 4—*Project Selection*. Note that there are four question #3s (a – d). Answer the one question #3 that applies to your proposal.
 - ii. NOVA ORV: Answer questions 1-7 in Manual 14, Section 4—*Project Selection*. Note that there are four question #3s (a – d). Answer the one question #3 that applies to your proposal.

For each project, IAC staff will provide evaluators with the latest Project Summary, Cost Estimate, and Evaluation Packet.

**Matching and
Donated Resources**

Project sponsors can match a portion of the grant award by contributing resources to the project. Matching resources may include bonds, grants, labor, equipment, materials, etc. All matching resources must be an integral and necessary part of the approved project. IAC's policies regarding valuation of donations and corrections labor are in Appendix A, page 37.

Nonhighway and Off-Road Vehicle Activities Program Application Checklist ~ NHR & ORV							
✓	Item	Page	Acq	Dev	Non-Capital Planning	M&O	Due
	Application Authorization Memo (original signature required; may print form from PRISM)	Page 11	✓	✓	✓	✓	10/1
P R I S M	1-General Application Information	Page 12	✓	✓	✓	✓	10/1
	2-Sponsor / Organization Information	Page 12	✓	✓	✓	✓	10/1
	3-Project Contact	Page 13	✓	✓	✓	✓	10/1
	4-Description of Project	Page 13	✓	✓	✓	✓	10/1
	5-Funding Request	Page 14	✓	✓	✓	✓	10/1
	6-Property Acq. Cost Estimates	Page 15	✓	–	–	–	10/1
	7a-Development Cost Estimates—NHR	Page 16	–	✓	–	–	10/1
	7b-Development Cost Estimates—ORV	Page 21	–	✓	–	–	10/1
	7c-Non-Capital/Planning Cost Estimates	Page 26	–	–	✓	–	10/1
	7d-Maintenance Cost Estimates	Page 27	–	–	–	✓	10/1
	8a-b-c-d Application Questionnaire	Page 29	✓	✓	✓	✓	10/1
E V A L	9-Location Information	Page 32	✓	✓	✓	✓	10/1
	10-Permits Required	Page 33	✓	✓	✓	✓	10/1
	11-NOVA Information	Page 34	✓	✓	✓	✓	10/1
	Maps (region, location, service area, & others) (Applicant provides)	Page 7	✓	✓	✓	✓	10/1
	Plans (site plans & parcel maps) (Applicant provides)	Page 6	✓	✓	✓	✓	10/1
	Visuals (Applicant provides)	Page 6	Optional				10/1
	Project Rev. Meeting Graphics – (note: if using Power Point, bring to meeting or e-mail to IAC by 10/31/03)	Page 3	Applicant created graphics are required for review of your project at this meeting.				10/1 – [see note]
	Evaluation Packets (Applicant provides)	Page 7	✓	✓	✓	✓	12/12
	12-Authorizing Resolution (Local agencies)	Page 35	✓	✓	✓	✓	12/12
	13-NOVA Public Hearing Certification	Page 36	✓	✓	–	–	12/12
	Environmental Clearance (Applicant provides)	Page 7	–	✓	–	–	12/12

Application Forms

Application Authorization Memorandum ~ 2003

TO: Interagency Committee for Outdoor Recreation (IAC)
P.O. Box 40917
Olympia, Washington 98504-0917

FROM: _____
(name)

IAC is hereby requested to consider this application for financial assistance for the outdoor recreation or habitat conservation project(s) described below and to grant funding from such State and Federal sources as may be available. This application has been prepared with full knowledge of and in compliance with IAC's Manuals. Further, we agree to cooperate with the IAC by furnishing such additional information as may be necessary to execute an IAC Project Agreement and to adhere to all appropriate state and federal statutes governing grant monies under the Project Agreement. We are aware that the grant, if approved, will be paid on a reimbursement basis. We agree that all application materials, including photos, slides, site drawings, maps, etc. may be used by IAC for education, information, or other non-commercial purposes in IAC publications, presentations, or on IAC's web site.

Project Name(s): _____
(Attach list _____
if necessary) _____

Project Contact Person:

Name: _____
Title: _____
Telephone Number: _____

I/we certify that to the best of our knowledge, the information in this application is true and correct. In addition, I/we certify that the matching resources identified in the grant are committed to the above project. I/we acknowledge responsibility for supporting all non-cash commitments and donations should they not materialize.

Authorized Representative: _____
(signature) (date)

1. General Application Information

Project Name

Program	<input type="checkbox"/> NOVA—NHR	<input type="checkbox"/> NOVA—ORV
---------	-----------------------------------	-----------------------------------

Project Type (check one)	<input type="checkbox"/> Acquisition
	<input type="checkbox"/> Development
	<input type="checkbox"/> Combined (Acquisition & Development)
	<input type="checkbox"/> Maintenance
	<input type="checkbox"/> Non-Capital (Planning)
	<input type="checkbox"/> Planning / Acquisition

2. Applicant / Organization Information

Complete one for each sponsor.

Organization Name

Organization Type (check one)

<input type="checkbox"/> City/Town	<input type="checkbox"/> Federal Agency	<input type="checkbox"/> Native Am Tribe	<input type="checkbox"/> Park District
<input type="checkbox"/> County	<input type="checkbox"/> K-12 Education	<input type="checkbox"/> Open Space	<input type="checkbox"/> Port District
<input type="checkbox"/> Engineering / Public Works	<input type="checkbox"/> Law Enforcement	<input type="checkbox"/> Parks Dept	<input type="checkbox"/> Public Utility District
<input type="checkbox"/> State Agency			

Organization Address

Address

City/Town

State, Zip

Telephone

FAX

Email address

3. Project Contact

Complete one for each contact.

Mr. ☐ Ms. ☐ First Name

Last Name

Title

Contact Type (all projects require a "Project Manager" contact)

☐ Project Manager

☐ Billing

☐ Land Specialist

☐ Alternate Project Manager

☐ Consultant

☐ Planner

☐ Agreement

☐ Engineer/Architect

Contact Mailing Address

Address

City/Town

State, Zip

Work Phone

FAX

Other Phone

Email address

4. Description of Project

This important description becomes part of a one-page project summary made available to legislators, IAC staff and board, evaluators, and members of the public. *Please edit it carefully – ask someone to review it. Be clear, concise and thorough.* Just state your project's objectives and the anticipated results/benefits. Additional information may include: partnerships and organizations supporting the project, previous or anticipated phases, unique attributes, etc. IAC's database limits the space for this narrative to 1500 characters, including spaces. We will delete text that exceeds this limit.

5. Funding Request

Remember to update this section whenever changes are made to your cost estimates.

A. Total Project Cost \$ _____ (A)

Sponsor Match

Appropriation/Cash	\$ _____
Bonds - Council	\$ _____
Bonds - Voter	\$ _____
Cash Donations	\$ _____
Conservation Futures	\$ _____
Donated Equipment	\$ _____
Donated Labor	\$ _____
Donated Land	\$ _____
Donated Materials	\$ _____
Donated Property Interest	\$ _____
Federal Grant	\$ _____
Force Acct - Equipment	\$ _____
Force Acct - Labor	\$ _____
Force Acct - Materials	\$ _____
Grant - Other	\$ _____
Local Improvement Dist (LID)	\$ _____
State Grant	\$ _____

B. Total for Sponsor \$ _____ (B)

C. IAC Funding Request (grant requested) \$ _____ (C)

NHR – \$100,000 maximum/project (\$50,000/year if M&O)

ORV – No maximum *except* \$100,000/year if M&O

- **A = B + C. Total Project Cost is the grant request plus the sponsor match.**
- “A” *must* be the total of all cost estimates from the pages which follow.
- Many applicants find it is best to complete the cost estimate(s), beginning on the next page, *before* completing the funding request.

The “Total Project Cost” (“A”) must equal the total from the Cost Estimates on the following pages.

6. NOVA: Property Acquisition Cost Estimates ACQUISITION includes the purchase of land in fee title, or lesser interests such as conservation easements or other property rights. Conservation easements must be in perpetuity.				
	Property	Property	Property	Total Properties
Property Name				Leave shaded areas blank
Date to be Acquired				
Acreage to be Purchased				
VALUE DETERMINATION TYPE (Check one for each property)				
Appraised/reviewed value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Estimate of value	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Letter of opinion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PURCHASE TYPE (Check one for each property)				
Fee ownership (land/improvements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Less than fee ownership (easements/rights/leases)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ACQUISITION COST ITEMS				
Applicable taxes				
Appraisal and review				
Baseline inventory				
Closing				
Demolition				
Easement – access				
Easement – conservation				
Easement – other				
Easement – trail				
Fencing				
Hazardous substances assessment				
Improvements & structures				
Land				
Lease				
Noxious weed control				
Other (specify:)				
Recording fees				
Relocation				
Rights – agriculture				
Rights – development				
Rights – mineral				
Rights – other				
Rights – timber				
Rights – water				
Signing				
Survey				
Title reports/insurance				
Wetland delineation				
Column Sub-Totals				
Administrative Costs (limit is 5% of sub-total)				
TOTAL ACQUISITION COSTS				

7a. NOVA–NHR: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Building & Structures					
Administrative building	Each			Sq Ft	
Building & structures – other	Lump sum			Describe	
Maintenance	Each			Sq Ft	
Office	Each			Sq Ft	
Registration booth	Sq Ft			Optional	
Residence	Each			Sq Ft	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites – electric	Each			Optional	
Campsites – electric/water	Each			Optional	
Campsites – electric/water/sewer	Each			Optional	
Campsites – sewer	Each			Optional	
Campsites – water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Equestrian Facilities					
Corrals	Each			Size	
Highlines	Each			Optional	
Hitching posts	Each			Length	
Horse facilities - other	Lump sum			Describe	
Unloading ramps	Each			Width	
Water trough	Each			Optional	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation - automatic for shrubs/planters	Sq Ft			Optional	
Irrigation - automatic for turf	Acres			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Irrigation - manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	

7a. NOVA–NHR: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Park Amenities					
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture - other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads - concrete	Each			Size	
Picnic pads - pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables - covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	

7a. NOVA–NHR: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Fishing shelter	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Viewing	Each			Sq Ft	
Wildlife blind	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	

7a. NOVA–NHR: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock typ	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	

7a. NOVA–NHR: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Water Access Facilities					
Fish cleaning station	Each			Optional	
Gangway - aluminum	Linear Ft			Length/width	
Gangway - PVC	Linear Ft			Length/width	
Gangway - wood	Linear Ft			Length/width	
Loading floats - wood	Linear Ft			Length/width	
Observation/fishing deck	Each			Length/width	
Piers	Lump sum			Length/width	
Pilings - concrete	Each			Optional	
Pilings - PVC	Each			Optional	
Pilings - steel	Each			Optional	
Pilings - wood	Each			Optional	
Ramp - hand carry launch	Lump sum			Length/width	
Rip-rap	Lump sum			Optional	
Water access facilities - other	Lump sum			Describe	
Column Sub-Total					
Sales Tax					
Architecture & Engineering (20% limit)					
TOTAL COSTS					

7b. NOVA–ORV: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Building & Structures					
Administrative building	Each			Sq Ft	
Building & structures - other	Lump sum			Describe	
Maintenance	Each			Sq Ft	
Office	Each			Sq Ft	
Registration booth	Sq Ft			Optional	
Residence	Each			Sq Ft	
Storage	Each			Sq Ft	
Well house	Sq Ft			Optional	
Campground Facilities					
Campground facilities - other	Lump sum			Describe	
Campsites - electric	Each			Optional	
Campsites - electric/water	Each			Optional	
Campsites - electric/water/sewer	Each			Optional	
Campsites - sewer	Each			Optional	
Campsites - water	Each			Optional	
Campsites - without hookups	Each			Optional	
Dump station(s)	Each			Optional	
Group camp	Each			Capacity	
Fencing & Gates					
Barrier rocks	Lump sum			Optional	
Bollards	Each			Material	
Concrete barrier	Linear Ft			Describe	
Fencing & gates - other	Lump sum			Describe	
Fencing - chain link	Linear Ft			Height/gauge	
Fencing - portable	Linear Ft			Optional	
Fencing - vinyl	Linear Ft			Height/gauge	
Fencing - wire	Linear Ft			Strands	
Fencing - wood	Linear Ft			Height	
Gates	Each			Describe	
Landscaping					
Drainage system	Lump sum			Describe	
Grass - hydro seed	Acres			Optional	
Grass - seed	Acres			Optional	
Grass - sod	Acres			Optional	
Ground cover	Sq Ft			Describe	
Habitat enhancement	Lump sum			Describe	
Irrigation - automatic for shrubs/plants	Sq Ft			Optional	
Irrigation - automatic for turf	Acres			Optional	
Irrigation - manual for shrubs/planters	Sq Ft			Optional	
Irrigation - manual for turf	Acres			Optional	
Landscaping - other	Lump sum			Describe	
ORV track irrigation	Acres			Describe	
Planters	Each			Describe	
Raised beds	Sq Ft			Optional	
Soil amenities	Lump sum			Describe	
Top soil/mulch	Yds			Optional	
Transplanting & revegetation	Sq Ft			Optional	
Trees/shrubs	Lump sum			Optional	

7b. NOVA-ORV: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Lighting					
General security	Lump sum			Describe	
Lighting - other	Lump sum			Describe	
Parking and roads	Lump sum			Describe	
Off-Road Vehicle					
Hill climbs	Lump sum			Elevation	
ORV tracks - other	Lump sum			Describe	
Tracks - 4 X 4	Linear Ft			Optional	
Tracks - ATV	Linear Ft			Optional	
Tracks - motocross	Linear Ft			Optional	
Training course	Lump sum			Describe	
Park Amenities					
Park amenities - other	Lump sum			Describe	
Phone - coin operated	Each			Optional	
Spectator seating	Lump sum			Describe	
Park Furniture					
Benches	Each			Describe	
Bike racks	Each			Optional	
Bleachers	Each			Describe	
Drinking fountain	Each			Describe	
Flag pole	Each			Describe	
Grills	Each			Optional	
Park furniture - other	Lump sum			Describe	
Picnic pads - asphaltic concrete	Each			Size	
Picnic pads - concrete	Each			Size	
Picnic pads - pavers	Lump sum			Size	
Recycle station	Lump sum			Describe	
Tables	Each			Describe	
Tables - covered	Each			Describe	
Trash receptacles	Each			Describe	
Parking					
Bollards	Each			Describe	
Curbs	Linear Ft			Optional	
Oil/water separator	Each			Describe	
Parking - asphaltic concrete	Spaces			# Accessible	
Parking - bituminous	Spaces			# Accessible	
Parking - crushed rock	Spaces			# Accessible	
Parking - gravel	Spaces			# Accessible	
Parking - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Unloading ramp	Each			Describe	
Wheel stops	Each			Size	
Permits					
Permits	Lump sum			Optional	
Restrooms					
Accessible portable sani-can	Each			Optional	
Composting	Each			Sq Ft	
Flush	Each			Sq Ft	
Portable sani-can pads	Each			Optional	
Portable sani-cans	Each			Optional	
Restroom with showers	Each			Sq Ft	

7b. NOVA–ORV: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Restroom with showers/laundry	Each			Sq Ft	
Restroom with storage	Each			Sq Ft	
Restrooms - other	Lump sum			Describe	
Showers	Each			Sq Ft	
Vault	Each			Sq Ft	
Roads					
Bridges	Linear Ft			Width/depth	
Control signals	Lump sum			Describe	
Curbs	Linear Ft			Optional	
Decommissioning	Linear Ft			Width/depth	
Guard rail	Linear Ft			Describe	
Roads - asphaltic concrete	Linear Ft			Width/depth	
Roads - bituminous	Linear Ft			Width/depth	
Roads - concrete	Linear Ft			Width/depth	
Roads - crushed rock	Linear Ft			Width/depth	
Roads - grasscrete	Linear Ft			Width/depth	
Roads - gravel	Linear Ft			Width/depth	
Roads - other	Lump sum			Describe	
Striping	Lump sum			Optional	
Traffic barriers	Lump sum			Describe	
Weatherproofing	Linear Ft			Width/depth	
Shelters					
Bus shelter	Sq Ft			Describe	
Interpretive shelters	Each			Sq Ft	
Kiosk	Each			Sq Ft	
Picnic	Each			Sq Ft	
Shelters - other	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Interpretive display	Lump Sum			Describe	
Interpretive signs	Each			Describe	
Kiosk signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Pavement markers	Lump sum			Optional	
Permanent entrance sign	Each			Describe	
Registration information	Lump sum			Describe	
Rules and regulations	Lump sum			Optional	
Signing - other	Lump sum			Describe	
Speaker boxes	Each			Describe	
Traffic/directional signs	Lump sum			Optional	
Trail signs	Each			Optional	
Trailhead/bulletin board signs	Lump sum			Optional	
Site Preparation					
Clearing	Acres			Optional	
Cut	Cubic Yds			Optional	
Dam construction	Lump sum			Describe	
Demolition	Lump sum			Optional	
Erosion control	Lump sum			Describe	
Fill	Cubic Yds			Optional	
Grading	Acres			Optional	

7b. NOVA–ORV: Development Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Grubbing	Acres			Describe	
Mobilization	Lump sum			Optional	
Site preparation - other	Lump sum			Describe	
Top soil	Cubic Yds			Optional	
Trails					
Board walk - wood	Linear Ft			Width	
Bridges	Each			Length/width	
Check dams	Each			Optional	
Crosswalks/curb bulbs	Lump sum			Describe	
Culverts	Each			Optional	
Dip drain	Each			Optional	
Hand rails	Lump sum			Describe	
Hardened stream crossings	Each			Optional	
Hardened turns	Each			Optional	
Hardening	Linear Ft			Describe	
Parallel ditching	Lump sum			Describe	
Puncheon	Linear Ft			Width	
Railroad crossing	Each			Describe	
Ramps	Linear Ft			Describe	
Retaining wall	Each			Optional	
Revegetation	Linear Ft			Optional	
Sidewalks	Linear Ft			Width	
Stairs	Lump sum			Describe	
Switchbacks	Each			Optional	
Trails - asphaltic concrete	Miles			Width/depth	
Trails - asphaltic concrete (LF)	Linear Ft			Width/depth	
Trails - cinders	Linear Ft			Width/depth	
Trails - concrete	Linear Ft			Width/depth	
Trails - crushed limestone	Linear Ft			Width/depth	
Trails - crushed rock	Linear Ft			Width/rock typ	
Trails - gravel	Linear Ft			Width/depth	
Trails - natural	Miles			Width	
Trails - natural (LF)	Linear Ft			Width	
Trails - other	Lump sum			Describe	
Trails - wood chip	Linear Ft			Width/depth	
Trestle conversion	Lump sum			Describe	
Turnpike	Linear Ft			Width	
Waterbars	Each			Describe	
Utilities					
Bio filtration - drainage swell	Lump sum			Describe	
Catch basins	Each			Optional	
Electric transformers/panels	Lump sum			Describe	
Fire hydrant	Each			Optional	
Gas	Linear Ft			Optional	
General service connection	Lump sum			Describe	
Lift station	Each			Optional	
Manholes	Each			Optional	
Phone service	Lump sum			Optional	
Power	Linear Ft			Optional	
Sanitary sewer	Linear Ft			Optional	
Security system	Each			Describe	

7b. NOVA-ORV: Development Cost Estimates

Complete only elements/items that apply to your project. Use only whole dollar amounts.

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Septic system(s)	Each			Optional	
Storm sewer	Linear Ft			Optional	
Storm water retention	Lump sum			Describe	
Surface drainage	Lump sum			Describe	
Utilities - other	Lump sum			Describe	
Utility relocation	Lump sum			Describe	
Water meter	Lump sum			Describe	
Water system(s)/wells	Lump sum			Describe	
Water treatment facility	Lump sum			Describe	
Viewpoints					
Viewpoints	Lump sum			Describe	
Column Sub-Total					
Sales Tax					
Architecture & Engineering (20% limit)					
TOTAL COSTS					

7c. NOVA–NHR & ORV: Non-Capital Cost Estimates**(Planning Projects)****Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Communications					
Advertising	Lump sum			Optional	
Communications - other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Permits					
Permits	Lump sum			Optional	
Professional Services					
Consultant(s)	Lump sum			Optional	
Mapping/GIS	Lump sum			Optional	
Photography	Lump sum			Optional	
Professional services - other	Lump sum			Optional	
Surveying	Lump sum			Optional	
Testing	Lump sum			Optional	
Rentals & Leases					
Meeting rooms	Lump sum			Optional	
Rentals & leases - other	Lump sum			Describe	
Vehicle lease	Lump sum			Optional	
Salaries & Benefits					
Architect	Lump sum			Optional	
Biological review	Lump sum			Optional	
Cultural resource review	Lump sum			Optional	
Design narrative	Lump sum			Optional	
Engineering	Lump sum			Optional	
Fish and wildlife review	Lump sum			Optional	
Landscape architect	Lump sum			Optional	
Late successional reserve	Lump sum			Optional	
Salary & benefits	Hours			Title	
Salary and benefits	Lump sum			Describe	
Watershed analysis	Lump sum			Optional	
Supplies					
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	
Publications	Lump sum			Optional	
Stakes and flagging	Lump sum			Optional	
Supplies - other	Lump sum			Describe	
Transportation/Travel					
Fuel	Gallons			Optional	
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel - other	Lump sum			Describe	
Vehicle use	Rate/month			Optional	
Column Sub-Total					
Sales Tax					
TOTAL COSTS					

7d. NOVA–NHR & ORV: Maintenance & Operation Cost Estimates Complete only elements/items that apply to your project. Use only whole dollar amounts.					
Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Capital Outlay					
ATV	Each			Describe	
Brush cutter	Each			Describe	
Capital outlay - other	Lump sum			Describe	
Chain saw	Each			Describe	
Computer equipment	Each			Describe	
Lawn mower	Each			Describe	
Motorcycle	Each			Describe	
Power wheel barrow	Each			Describe	
Tractor	Each			Describe	
Trail builder	Each			Describe	
Trailer	Each			Describe	
Vehicle	Each			Describe	
Communications					
Advertising	Lump sum			Optional	
Communications - other	Lump sum			Optional	
Postage	Lump sum			Optional	
Printing, binding, copying	Lump sum			Optional	
Telephone	Lump sum			Optional	
Insurance					
General insurance	Lump sum			To/From	
Insurance – other	Lump sum			Describe	
Liability insurance	Lump sum			To/From	
Professional Services					
Consultant(s)	Lump sum			Optional	
Professional services - other	Lump sum			Optional	
Repairs & maintenance	Lump sum			Optional	
Rentals & Leases					
Equipment rental	Lump sum			Optional	
Meeting rooms	Lump sum			Optional	
Rentals & leases – other	Lump sum			Describe	
Storage	Lump sum			Optional	
Vehicle lease	Lump sum			Optional	
Salaries & Benefits					
Salary & benefits	Hours			Title	
Salary and benefits	Lump sum			Describe	
Signing					
Boundary signs	Each			Optional	
General park signs	Lump sum			Optional	
Miscellaneous signs	Lump sum			Optional	
Rules and regulations	Lump sum			Optional	
Signing – other	Lump sum			Optional	
Traffic/directional signs	Lump sum			Optional	
Trailhead bulletin board signs	Lump sum			Optional	
Supplies					
Clothing / laundry	Lump sum			Optional	
Computer software	Lump sum			Describe	
Forms, maps, stationery	Lump sum			Optional	
General supplies	Lump sum			Optional	

7d. NOVA–NHR & ORV: Maintenance & Operation Cost Estimates**Complete only elements/items that apply to your project. Use only whole dollar amounts.**

Element/Item	Unit	Qty.	Est. Cost	Description Needed	Description (60 characters max.)
Publications	Lump sum			Optional	
Small tools and minor equipment	Lump sum			Optional	
Stakes and flagging	Lump sum			Optional	
Supplies – other	Lump sum			Describe	
Transportation/Travel					
Fuel	Gallons			Optional	
Mileage	Rate			Miles	
Per diem	Each			Optional	
Transportation/travel – other	Lump sum			Describe	
Vehicle use	Rate/month			Optional	
Utility Service					
Utility service – other	Lump sum			Optional	
Water, gas, sewer, electric, etc.	Lump sum			Optional	
Sales Tax					
TOTAL COSTS					

8a. NOVA: Application Questions

All Applicants *Except Those With Maintenance Projects* Must Answer The Following Questions

Who will be responsible for administration, design, and/or implementation of this project (i.e. in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.)? Explain:

What type of landowner currently owns the property: Federal, Local, Private, State, or Tribal?

Does the applicant have title to the site? If yes, explain:

Does the applicant hold a lease, easement, or legal use agreement on the site that permits the proposed use? If yes, when will it expire? Explain.

Is there, or will there be, any significant public access or use restrictions? If yes, explain:

Is the work site(s) located within a park, wildlife refuge, natural area preserve, or other recreation or habitat site? If yes, name the area.

Is the work site on a stream and/or other waterbody? If yes, name the stream and/or water body. If the stream is a tributary of a larger stream, also name the larger stream. If you know the river mile, list it here.

What are the geographic coordinates of the work site(s) *[in degrees, minutes and seconds]*. Describe where and how they were taken. If you do not have them, you may leave this question blank.

What is the township/range/section of the work site(s)? If you do not have them, you may leave this question blank.

In what county(s) is the work site(s) located? In what city, if applicable?

In the next 10 years, is there a chance that the work site will sustain significant planned land disturbance as a result of human activity (such as timber harvesting)? If yes, explain:

Does this application contain state, federal or other grants as part of the "sponsor match"?
If "yes," name the grant(s) and date grant will be available.

Have you considered using youth crews or other natural resource program for this project?

Government agency applicants only: Does this application contain elements required as part of a mitigation plan?
If yes, explain:

NHR Projects Only: Describe and identify the nonhighway road that makes this project eligible.

8b. NOVA: Application Questions – Acquisition

Applicants Submitting Projects That Include Acquisition Must Answer These Questions

Has the applicant requested and/or received a "waiver of retroactivity" from IAC for the property in question?
If yes, what was the date requested, approved date & the waiver number?

Do plans exist for interim non-public use of the project site?
If yes, explain the interim non-public use and whether or not income will be derived through that use:

Are encumbrances to recreational use proposed for the site (e.g., lease back, life estate, sharecropping agreement, or other)? If yes, explain:

Does the applicant hold an option agreement on the property? If yes, what date will it expire?

Will the acquisition project cause the displacement of individuals, families, businesses, or farms? If yes, explain.

Will clean-up of hazardous materials be required? (See IAC Manual 3, *Acquiring Land*.)

8c. NOVA: Application Questions – Development

Applicants Submitting Projects That Include Development Must Answer This Question

Does this project require an environmental review such as NEPA, SEPA, etc?
If yes, when will the environmental review and the public comment/appeal period be completed?

8d. NOVA: Application Questions – Maintenance, ORV & NHR**Applicants Submitting M&O Projects Must Answer The Following Questions**

Who will be responsible for administration, design, and/or implementation of this project (i.e., in-house staff, paid consultants, contractors, volunteers, other agency staff, etc.). Explain.

Who is the current owner of the project property?

Is there, or will there be, any significant public access or use restrictions? If yes, explain.

Does the project request include replacement costs associated with equipment? For example: paying funds into an equipment replacement account. If yes, describe:

In the next 10 years, is there a chance that the work site will sustain significant planned land disturbance as a result of human activity (such as timber harvesting)? If yes, explain:

9. Location Information**All Applicants**

Provide directions that will enable IAC staff to find the project.

Current landowner(s) of the site (name and address) – optional.

10. Permits Required

All Applicants *Except Those With Maintenance Projects* Must Respond

Check the appropriate boxes to indicate required and/or anticipated permits.

Permits	Comments Regarding Permit Status
<input type="checkbox"/> Aquatic Lands Use Authorization (Dept. of Natural Resources)	
<input type="checkbox"/> Building Permit (City/County)	
<input type="checkbox"/> Clear and Grade Permit (City/County)	
<input type="checkbox"/> Cultural Assessment (Section 106) (CTED-OAHP)	
<input type="checkbox"/> Dredge / Fill Permit (Section 10/404 or 404) (US Army Corp of Engineers)	
<input type="checkbox"/> Endangered Species Act Compliance (ESA) (US Fish & Wildlife/NMFS)	
<input type="checkbox"/> Forest Practices Application (Forest & Fish) (Dept. of Natural Resources)	
<input type="checkbox"/> Health Permit (Dept. of Health/County)	
<input type="checkbox"/> Hydraulics Project Approval (HPA) (Dept. of Fish & Wildlife)	
<input type="checkbox"/> NEPA (Local or State Agencies)	
<input type="checkbox"/> SEPA (Local or State Agencies)	
<input type="checkbox"/> Shoreline Permit (City/County)	
<input type="checkbox"/> Water Quality Certification (Section 401) (County/Dept. of Ecology)	
<input type="checkbox"/> Water Rights / Well Drilling Permit (Dept. of Ecology)	
<input type="checkbox"/> Other Required Permits (identify)	
<input type="checkbox"/> None – No Permits Required	

**General permit information can be obtained at the
Dept. of Ecology's Permit Assistance Center,
800/ 917-0043, or
on the Internet at www.ecy.wa.gov/programs/sea/pac.**

11. NOVA Information**11a. Use Type****NHR, ORV**

Under "Use," check each activity the project will serve. The "Primary Management Objective" column applies only to acquisition, development, maintenance, and planning projects. PMO is defined in the NOVA and NRTP program manuals and generally means the main use for which a facility is managed. Not all projects have a PMO. A facility's PMO must be communicated to users; it does not mean that uses not targeted in the PMO are prohibited.

Use Type	Use ✓ if Yes	Primary Mgmt. Objectives ✓ if Yes
4 X 4		
ATV		
Hiker		
Horse		
In-Line Skating		
Motorcycle		
Mountain Bike		
Other Nonmotor		
Urban Nonmotor		
Water Trail		
X-Country Ski		

11b. Facility / Trail**NHR, ORV**

Enter any trail-related acres and/or miles to be funded.

Project Type - Item	Facility Acres	Trail Miles
Development Project or Combination (acquisition & development) Project		
Survey, Design, Planning		
Development / Renovation		
Maintenance Project		
Maintenance		
Non-Capital / Planning & Acquisition Project		
Survey, Design, Planning		

11c. Duration: Maintenance Projects**NHR, ORV**

Applicants Submitting Maintenance Projects Must Answer This Question

	One Year (✓)	Two Years (✓)
Is the funding request for this project for one or two consecutive years?		

12. NOVA: Authorizing Resolution

Local Agencies only--You may reproduce on your own paper; text may not change.

Organization Name _____ Resolution No. _____

Project Name(s) _____

A resolution authorizing application(s) for funding assistance for a Nonhighway and Off-Road Vehicles Activities Program (NOVA) project to the Interagency Committee for Outdoor Recreation (IAC) as provided in Chapter 46.09 RCW, Nonhighway and Off-Road Vehicles Activities Program.

WHEREAS, our organization has approved a comprehensive plan that includes this project area; and

WHEREAS, under the provisions of NOVA, state funding assistance is requested to aid in financing the cost of planning, land acquisition, facility development, and/or maintenance; and

WHEREAS, our organization considers it in the best public interest to complete the planning, land acquisition, development, and/or maintenance project described in the application;

NOW, THEREFORE, BE IT RESOLVED, that:

1. The _____ [MAYOR, DIRECTOR, PRESIDENT, ETC] be authorized to make formal application to IAC for funding assistance;
2. Any fund assistance received be used for implementation of the project referenced above;
3. Our organization hereby certifies that its share of project funding is committed and will be derived from _____

_____ [SPONSOR MATCHING RESOURCES];
4. We acknowledge that we are responsible for supporting all non-cash commitments to the sponsor share should they not materialize; [*if applicable*]
5. We acknowledge that any property acquired or facility developed with IAC financial aid must be placed in use as an outdoor recreation facility and be retained in such use in perpetuity unless otherwise provided and agreed to by our organization and IAC (generally, IAC approves removing facilities from the perpetuity requirement when the facilities have reached their designed life expectancy, or because of extraordinary vandalism, acts of nature, fire, etc.) [*if applicable*];
6. This resolution becomes part of a formal application to IAC; and
7. We provided appropriate opportunity for public comment on this application.

This resolution was adopted by our organization during the meeting held:

Location _____ Date _____

Signed and approved by the following authorized representative:

Signed _____

Title _____ Date _____

Attest: _____

Approved as to form _____

13. NOVA: Land Acquisition – Development Project Public Hearing Certification

Project Name _____

Applicant Name _____

As an applicant for acquisition or development funds from the Interagency Committee for Outdoor Recreation's NOVA Program, and as required by RCW 46.09.240(2) and (3), we certify that:

- We have prepared a notification stating our intent to conduct a public hearing to solicit comments regarding an application for submission to the Interagency Committee for Outdoor Recreation for acquisition or development funds under the Nonhighway and Off-Road Vehicle Program.
- We have published this notification on the same day of two consecutive weeks in the newspaper:
 - Of general circulation nearest the project
 - Having the largest circulation in the county or counties where the proposed project is located
 - With the largest circulation in the nearest county that is class three or above (if the project is located in a county with a population of less than 40,000).
- Notification of the hearing was filed with the Department of Ecology at its main office in Olympia :
 - P.O. Box 47600,
 - Lacey, Washington 98504-7600.
- The hearing was conducted in the town nearest to the proposal that has a population of 500 or more.
- We have enclosed a written record and cassette tape recording of the hearing with this application.

_____ Date the hearing was held.

_____ Hearing / meeting location.

Certified by (signature)

Date

Appendix A: Valuing Donations, Corrections Labor

INTRODUCTION

This section summarizes policies regarding a sponsor's donation to a project for purposes of matching an IAC grant.

- ▶ All donations must be an integral and necessary part of an approved project.
- ▶ The maximum reimbursed by the IAC shall never exceed the cash expended on the project.
- ▶ All donations must be documented for billing purposes.
- ▶ Except for cash, all donations must be in one of the following categories.

Donated Equipment

1. Definition—The use of equipment for project purposes with no financial reimbursement.
2. Valuation must be determined by the actual cost of operating the equipment within the project area, but may not exceed the hourly rental value. Valuation rates may be established in two ways:
 - a. Through publications that provide the national or regional average rates for construction equipment, or
 - b. Through the rates set by nearby federal, state, or local agencies that own the same equipment.
3. In cases where the value of specific equipment cannot be determined by the above methods, the applicant/sponsor should seek IAC staff approval of an additional equipment classification. The request to IAC should include the equipment description, recommended hourly/daily/weekly rate, and information that supports the recommended rate.
4. Under no circumstances will IAC allow equipment donations to exceed the replacement value of the equipment.
5. Equipment shall always be valued at the most economical rate – hourly, daily, weekly, etc.
6. Equipment with a replacement value of less than \$200 may not be valued for equipment donation purposes.
7. Use of personal vehicles shall always be valued at a “per mile” cost not to exceed \$0.30 a mile. IAC staff will periodically review and adjust the mileage rate.
8. Livestock shall be valued at no more than \$45/day/per animal.
9. Equipment operator services must be valued separately and listed as Donated Labor.
10. Equipment use will not be considered donated if the donor is reimbursed for routine maintenance costs such as oil changes, tune ups, and lubrication.

Donated Labor

1. Definitions:
 - a. Donated Labor—The services provided by a person who works for no financial reimbursement for their time.
 - b. Professionally Skilled—The services provided by a person who has obtained a professional or technical certification, completed advanced training, has made a living performing those activities, or has such extensive work experience in the activity that the sponsor can reasonably justify (and document) valuing the individual's time at a higher value.
2. Who May Provide. Donated labor may be furnished by professional and technical personnel, consultants, and other skilled and unskilled workers.
3. Unskilled Labor. In January of each year, IAC staff will set the maximum labor rate that can be used by sponsors when valuing unskilled donated labor. The rate shall be within the 25th to 75th percentile of the statewide wage for "Landscaping and Grounds-keeping Workers" as determined by the Employment Security Department (ESD). The current rate is \$11.00.
4. Skilled Labor. Volunteers professionally skilled in the work they are doing can be valued at the hourly rate (total mean wage) for that profession as determined by the ESD for the region where the work is performed. Obtain ESD wage information by calling 1-800-215-1617 or consulting <http://www.wa.gov/esd/lmea/occddata/oeswage/TOC000.htm>.
5. Classification. In the cases where the ESD does not have a job classification that is similar to the work being accomplished, the applicant/sponsor should seek IAC staff approval of an additional job classification. The request to IAC should include the job description, recommended volunteer wage, and information that supports the recommended wage.
6. Start Time. Volunteer donation time starts once the volunteer has arrived at the project site and begins work. In cases where the project is located outside the volunteer's community, the start time begins when the volunteer leaves home or the agency/organization work station, whichever is closer to the work site.
7. Travel Time. Travel time is not considered a donation if the volunteer is reimbursed for mileage/transportation costs.
8. Other Employees. When an employer other than the project sponsor furnishes the labor of an employee, these services are valued at the employee's regular rate of pay (excluding fringe benefits and overhead costs). These services must be in the same skill area for which the employee is normally paid.

- Donated Real Property**
1. Definition—The transfer of privately owned real property to the project applicant at no cost.
 2. The transfer of title to the applicant must not occur prior to the execution by the IAC of the Project Agreement, unless such action has been previously approved by the IAC under the Waiver of Retroactivity procedure.
 3. The donation must consist of real property (land and improvements) which would also qualify for IAC funding. The value of any real property donation must be established by an appraisal report and appraisal review prepared under the procedures outlined in IAC Manual #3.
 4. If the donation does not adjoin the tract being acquired, it must stand on its own merits as an acceptable public recreation or habitat area in order to be considered an eligible donation. The property must be within the jurisdiction of the project sponsor.
 5. Donations are eligible in a project only to the extent that there are additional acquisition, development, or planning costs to be met by IAC.
 6. Any portion of a real property donation not needed as part of a project's local match can be held by a non-profit land trust, organization and/or party for match in another project.

- Donated Materials**
1. Definition—Materials provided to the project applicant for no cost.
 2. Valuation must reflect the lower of the donor's cost or current market value of the materials at the time used. Local vendors can provide these values.

Corrections Labor Corrections labor is the work performed by a person due to a sentence passed down by the criminal justice system or through work release while incarcerated. This includes work performed by individuals while incarcerated as well as work by those performing community service in lieu of a fine or jail time.

Sponsors can value corrections labor according to IAC's donated labor policy. If workers are paid, sponsors may claim the wages as a reimbursable expense. The difference between the amount the worker is paid and the donated labor rate (as determined by IAC's donated labor policy) can be claimed as a donation.

Example: The worker (inmate) is a skilled equipment operator and the sponsor provides documentation that supports a labor rate of \$22.00 an hour. If the worker is paid 35¢ an hour, the sponsor could claim 35¢ an hour as a reimbursable expense and claim \$21.65 an hour as a (non-reimbursable) donated labor match for an IAC project.